

# cotico

Transforming communities

## CALL FOR SUPPLIER REGISTRATION (JULY 2024 – JULY 2026)

The Cotton Company of Zimbabwe, also referred to as COTTICO, invites, current, prospective, ethical, competent, reputable and reliable suppliers of goods, works and services to submit their proposals for registration and consideration as approved suppliers in the following categories:

Category	Description
Air-condition, Refrigeration and Compressor	Installation, Repair & Maintenance of Industrial and Domestic Air Compressors and Related Equipment
Agricultural Equipment and Accessories	Tractors, Farm implements and accessories
Borehole	Siting, Casing and Drilling Equipment
Canvas and tarpaulins	Tents, tarpaulins, repairs and Maintenance
Construction, Buildings repairs and Civil Works	Renovations, Brickwork, Shop fitting, Carpentry and Painting
Hygiene Services	Cleaning supplies, equipment & services, pest control and fumigation
Communication devices	radios, handsets, cellular mobile phones, facsimile machines and accessories
ICT equipment and accessories	Laptops, computers, printers, photocopiers, networking equipment and accessories
Customs Clearing & Freight Forwarding	In bound & Outbound, Port Clearing Services, Warehousing & Freight Forwarding
Corporate Gifts	Pens, notebooks, diaries, executive gift sets, bags, umbrellas
Corporate wear	Apparel, jackets, shirts
Promotional material	Any form of published content that advertises a brand or company
Media production	Filming and photography
Printing Services	Printed stationary
Engineering Consultancy	Engineering consultancy services
Electrical products	cables and materials, power backup equipment, consumables and accessories
Calibration of equipment (measuring, mechanical, electrical, laboratory, aviation etc)	Fuel tanks, scales e.t.c
Fire services	Equipment, Servicing and training
Fuels and lubricants	Blend, Diesel and Lubricants
Tools & Hardware	Tools & Hardware
Furniture, office equipment, carpeting and curtaining products	Desks, Chairs, Repairs and Maintenance, Equipment and fixtures
Mechanical and Structural Engineering	steel fabrication, steel roof and coverings, machining, gear cutting; industrial machine; grinding etc)
Motor vehicle spares, pneumatic tyres, tubes and accessories	Tyre, Wheel Balancing and Alignment
Motor cycles Spares	Spares, new motor cycles
Packaging material and related material product	Blade wraps, picking bags, sample bags, Khukhi wrapping papers,
Panel Beating	Panel beating services
Hydraulics	Hydraulics and pneumatics, repair and maintenance services
Security, safety and access control	Security, Surveillance and Detection, Safety and Access Control Products (CCTVs, Vehicle Security, Drones, Alarms etc.) and Accessories
Human Resource Consultancy	Recruitment Consultancy, Training
Sewing Machines and Accessories	Sewing machines, repair and maintenance and service of sewing machines and accessories
Software Development and Computer Applications, Computer Security Systems Installation and Consultants Services	Software Development and Computer Applications, Computer Security Systems Installation and Consultants Services
Telecommunication, Internet-based and Related Systems Installations & Maintenance	(including Website development, domain registration and hosting e.t.c)
Vehicle Towing Services	Vehicle Towing Services
Personal Protective Equipment	Safety Shoes
Solar Panels and Accessories	Solar Panels and Accessories
Weightbridges, Scales and Accessories	Scales, repairs & maintenance
Factory Automation	PLC, industrial electronics, consumables
Electric motor rewinding	Repairs & maintenance services
Plant & equipment	Forklifts, Repairs & maintenance, spares and accessories
Fan Dynamic balancing	Doffing brush balancing
Engineering components	Belts, Couplings, bearing, Seals, Roller Chains, Sprockets, Pulleys, Pumps, Pipes and Fittings, Valves
Boiler services	Installation, spares, servicing, humidification
High voltage equipment	Installation, repair & maintenance (Transformers, Power factor, Switch Gear, Servicing, Generators)
Ginning Services	Toll ginning (seed cotton)

### REQUIREMENTS

All applications must be accompanied with the following documents:

- Company profile
- Certificate of incorporation
- CR14/CR16 (Particulars of Directors)
- CR2/CR16 (Shareholders information)
- CR5 (Company physical address)
- VAT Registration documentation
- Valid Tax Clearance certificate
- Current NBSA Certificate
- Samples where applicable (but not mandatory)
- Banking details: Stamped letter from the bank confirming that you bank with them with your bank's letter head
- 3 Trade reference letters
- Dealership/Industry Membership/ Distributorship (where applicable)
- Any proof of Certification e.g ISO, NOSA,

### SUBMISSION PROCEDURE

- Completed application forms & required documentation should be submitted as one spiral bound copy, in sealed envelopes clearly indicating the category you are applying for.
- Suppliers with multiple services that fall in different categories must submit separate documents for each category
- Application forms can be obtained upon request on the following email:
- [purchasingdept@cotico.co.zw](mailto:purchasingdept@cotico.co.zw) or alternatively download from Cotico website [www.cotico.co.zw](http://www.cotico.co.zw)
- Drop applications at our Head Office: 1 Lytton Road, Workington, Harare. Closing date for submission is 17 June 2024 at 1600hrs.
- NB: Both current and new suppliers are required to submit the requested documentation for consideration, clearly

## Invitation to Competitive Bidding

The Cotton Company of Zimbabwe is inviting suitably qualified and reputable bidders with a verified track record to submit bids for the following:

Tender Number	Tender Description	Closing Date and Time
COT/F/MWR/01/2024	Provision of customs clearance services under framework agreement	30 May 2024 at 1000hrs

The tender documents are obtainable free of charge upon request via email on [purchasingdept@cotico.co.zw](mailto:purchasingdept@cotico.co.zw) or alternatively download from Cotico website [www.cotico.co.zw](http://www.cotico.co.zw)

The tender documents must be deposited in a tender box at the following address, 1 Lytton Road, Workington, Harare enclosed in sealed envelopes and addressed to The Procurement Management Unit, endorsed on the outside with the tender number and tender description.

For further information, you can contact Procurement Management Unit on the following contact details 0242 771981/5 or 08688002332

